

State Youth Council on Workforce Services

April 17, 2003

Attendees: Greg Muller-Snow College, Kimberly Burdel-DWS, Tom Darais-DHS
DYC, Paul Otto-Job Corps-Weber Basin, Marv Johnson-State office of Education,
Clark Israelsen-USU Extension, Gary Oliver-Utah Power & Light-Southeast
Region, Christine Mayne-DWS, Jan Zogmaister-State Youth Council-Chair, Pattie
Hansen-DWS, Bob Gilbert-DWS, Susan Hill-DWS, Jamie Wright-Housing
Authority of Salt Lake, Diane Lovell-DWS, Lynette Moise, Melissa Olsen-DWS.

1-Welcome, Approval of SYC Meeting Minutes 1-23-02-Jan Zogmaister: Jan welcomed the council members and thanked everyone for coming.

2-State Youth Council Goals, Sub-Committee Updates

- ❖ The oversight subcommittee has been suspended. Anyone that was on the subcommittee that would like to participate needs to contact Jan or Tom.
- ❖ Communication and Awareness-Tom Darias: The purpose of the committee is to increase communication between the State Youth Council and stakeholders. This may be accomplished by developing a newsletter, posting information on the DWS Internet site, and by developing other public relations strategies. In May there is contractors meeting that will be helpful to attend to come up with ideas for the next newsletter. Most members received the last newsletter, but Julie Lay can add people to the distribution list in order to receive updates from the quarterly newsletter. Jan informed the group that Monteen Gordon was impressed with the newsletter.
- ❖ Council Functions-Jan Zogmaister: The group met to set goals and to review their progress. The following goals were met: 1)-review strategic plan to meet goals. 2)-clarify roles, process, and relationship, the outcome was the state Youth Council Orientation Handbook. 3)-Put together a questionnaire which will be used as a check and balance to measure our progress. This is in process.

Jane and Jan have been meeting with new members and feel it's important to utilize handbooks to orient new members. As a goal for next year a DVD will be developed for new members so they can review the roles and responsibilities of the council. We want to orient people and enthruse them to maintain membership and become familiar with the council's purpose so they are informed when they start attending meetings.

3-Status of WIA Youth Request for Proposal Development-Jan Zogmaister: At the last meeting an RFP group was developed, which is continuing the work. A timeline was set up at the meeting and we are still on track. The plan is to have

information to the regions for input by May 30th. A small group of 5-7 people need to be formed for each region. When it comes down to the region the representative would be required to sign a non-conflict statement. This group would have the opportunity to insert anything that is specific to their region. The groups would need to remain small and the information cannot be circulated. It's recommended to work with Regional Directors to select participants. The committee thought it would be a good idea to involve their regional council chair and a small group of people that would not have a conflict of interest, with the majority of the group being DWS employees. This would be the same group of people that would be the review committee when a vendor submits an application. This would be the best process due to a tight timeline and the confidentiality required. The group needs to be formed by May 30th. Feedback would need to be given by mid June in order to meet the deadline in July.

Action: All region representatives need to determine whom they would like to participate in their work groups.

4-Conference call schedule-Jan asked for some input from the council. It's been set up as an as needed basis. Jan wanted to know if we should create a schedule for the next six-months. Committee members expressed that it would help them keep in touch with updates. The group felt it would work best to have conference calls already scheduled and then cancel if they weren't needed. **Action: Jan will talk to Jane about getting a schedule put together six months out and will send to the group.**

5-Udpate/Handouts-Pattie Hansen, Chris Mayne

- ❖ **WIA Youth Performance Date:** Chris distributed information from the second quarter regarding WIA Youth performance measures. Utah is at 60% and at this point it's not of concern. The following categories were measured: older youth entered employment, older youth employment retention, older youth earnings change, older youth credential, younger youth skill attainment, younger youth diploma attainment, younger youth retention, participant satisfaction-WIA, employer satisfaction.
- ❖ **WIA Youth Budget Date:** Lynette Moise- distributed a state fiscal year 2003 WIA Youth Expense and obligation analysis with data from 7-1-02 through 6-30-03. Appropriation language is requiring 70% expenditures have to be allocated by June 30th. Each region will stand on it's own for the requirement. If you have contracts that don't meet the 70% they will have to come out of new money and will show less for next year. The problem could be that the bills are not coming in at a timely matter. Carryover will take place with Summer Youth. If there are summer expenses, they need to be paid for with old year and have them in by July 31st. We have met the actual law requirements. Lynette will send this information out to the accounting and program staff.

- ❖ **WIA Youth Provider Training Conference-May 2003**-The target date will either be May 28th or 29th. This will be a great opportunity to have participation with youth. The group that is forming this can decide whether or not to have the vendor participate with the conference/seminar.
- ❖ **Regional Citizenship/Leadership Development Projects:** A packet was distributed listing the leadership development/ citizenship project proposal. There were four projects that came in and approved by the council.
 - *Eastern Region: Southeastern Area* is planning and implementing a summer life skills camp for enrolled youth that includes a service-learning component. They will be teaching students the basic skills resources classes at Carbon High to obtain life skills that will help them to transition into jobs after graduation.
 - *Eastern Region: Uintah Basin Area* is planning on using a local presenter to train youth on teamwork and leadership skills. The workshops will include role-playing and a lot of group interaction. For the second part of the day they will partner with Roosevelt City on cleaning up the park. It will include painting, cleaning, and fixing items within the park.
 - *Eastern Region: Vernal Area* is planning a seven-week course entitled R.E.S.P.E.C.T. Each week would focus on a theme from the course name; R=rely, E=express, S=serve, P=plan, E=everyone, C=challenge, and T=trek. The mission statement is: Develop leaders who rely on others, express themselves, serve their community, set and achieve goals, involve everyone, and meet life's challenges.
 - *Central Region:* Diane mentioned that the youth council approved a transitional program with People Helping People and plan to get the proposal by April 30th.

Jan suggested that we take a vote on those that have been submitted. Clark Israelsen made a motion, Marv Johnson moved, and all agreed.

- ❖ **Just for YOUth web page:** DWS has joined with public education in Utah to provide choices and echoices to students. A packet was distributed to the members listing questions from each region with an answer provided. According to responses this seems to be very helpful to youth. The following address can be accessed to obtain additional details about the program. <http://www.jobs.utah.gov/jobseeker/Links/Youth/youth.asp>

- ❖ **Going Home Grant progress-Tom Darias/Mountainland Region:** The program is up and running and there is on-going dialogue with DWS and patterning for after care youth. The challenge now is to keep that momentum there. Information will be shared on the next newsletter.

Adjourn: 12:30 p.m.